

Oconee County Library Board Meeting
Minutes for January 10, 2022
4:30 p.m.
Oconee Library

The following members of the Board were present: Chairman Mark Campbell (via video conference), Vice-Chairperson Rubielen Norris, who chaired the meeting, Secretary Laura French, Fred Lutz, Daphne Norton, Jonathan Kirkpatrick, Matt Stephens, Rachel Watson, Deann Craft, Mike Eddy, and Mandy Marable.

Oconee County Library and Athens Regional Library System members were also present, including James Mitchell, Valerie Bell, Toby Mayfield, and Donna Butler.

Vice Chair Norris asked the members to review the October 18, 2021, minutes. Upon motion by Mr. Lutz, seconded by Ms. Marable, the minutes were approved.

There were no public comments at the meeting.

The Branch Manager's report was provided by Mr. Mitchell. He presented the Circulation Stats for July – December 2021. He also presented the January 2022 Librarian's Report to Library Board. Children's Services at Bogart continue to be a success. The December 2021 highlight was "Bookin' It with Santa," with over 80 children in attendance. Outreach included storytelling at local elementary schools, as well as community drives to support the diaper bank, animal shelter, and coat/blanket collections. Teen programs are ongoing including Dungeons and Dragons, writing workshops, and volunteer programs.

Other programs and initiatives were included in the Branch Manager's report, provided to the Board members for their review.

Friends of the Library will host their winter book sale at the Oconee Civic Center beginning February 10 through February 13, 2022.

The phone system at the Bogart Library has not been fully resolved. Ms. Bell and Ms. Butler said a remedy should be forthcoming in the near future.

Ms. Rebecca Bower has been promoted to serve as children's coordinator for the Athens Regional Library System. A search for her replacement will begin soon. The annual staff development day was held in the 4Q 2021. Regional services have attended work sessions for the Wire Park/ Watkinsville Library. Other activities were detailed on the written report, provided to the Board members for review.

Ms. Bell advised the Board regarding the strategic planning that is underway for the region. The goal is to create a 5-year vision and plan for the region. Mr. Lutz is serving on the committee.

Ms. Bell let the Board know that a new website is underway for the region.

The Oconee Friends of the Library sale in the Fall of 2021 was a great success.

The Bogart Friends continue to have author talks from self-published authors. The Bogart Friends hosted Darryl Huckaby as a speaker.

Vice-Chair Norris advised the Board that Chairman Campbell and representatives from the region had been meeting and working with Wire Park and the library architects, Ponder & Ponder. Ms. Bell was able to provide a rendering to state officials in anticipation of funding requests. The request for capital outlay is around \$1 million, and the goal is to stretch the dollars in order to complete the Watkinsville Library in a way to meet staff and constituent needs.

Vice-Chair Norris asked the Board to review the Library Constitution and Bylaws. Both governing documents are under review, and the Board will vote on suggested amendments at its April 11, 2022, meeting. Any member who wishes to provide comment should send them to Chairman Campbell.

Mr. Mitchell presented two possible budgets to the Board, based upon the rate of inflation. There are two primary issues: the rate of inflation, as well as competitive wage and salary issues. The Board's role is to approve the requested amount from the contributing government partners. The Board undertook a discussion of salary and budgetary issues. Vice-Chair Norris and Ms. Bell clarified that Chairman Campbell, Mr. Mitchell, and Ms. Bell normally attend the meetings of the library's governing partners to request their financial support for the library. Upon motion by Ms. Norton, seconded by Mr. Kirkpatrick, the Board approved approaching the intergovernmental partners in accordance with proposal B (reflecting a 5% increase) for budgetary support as presented by Mr. Mitchell. Board members will meet with local representatives to discuss budget needs in anticipation of government board meetings in February 2022.

Copies of all reports were included in the Board packet for the members' review.

The next Board meeting will be held on Monday, April 11, 2022, at 4:30 p.m. at the Bogart Library. There being no further business, upon motion by Ms. French, seconded by Mr. Stephens, the meeting adjourned at 5:42 p.m.



Mark Campbell, Chairman

Laura French, Secretary

Oconee County Library Board Meeting
Minutes for April 11, 2022
4:30 p.m.
Oconee Library

The following members of the Board were present: Chairman Mark Campbell, Vice-Chairperson Rubielen Norris, Secretary Laura French, Fred Lutz, Mike Eddy, Mandy Marable, Matt Stephens, Angela Moss-Hill, Daphne Norton, Jonathan Kirkpatrick, Rachel Watson, Oconee County Library and Athens Regional Library System members were also present, including James Mitchell, Valerie Bell, Toby Mayfield, and Donna Butler.

Chairman Campbell asked the members to review the January 10, 2022, minutes. Upon motion by Mr. Lutz, seconded by Ms. Norris, the minutes were approved.

There were no public comments at the meeting.

The Branch Manager's report was provided by Mr. Mitchell. He advised the Board that all library programming is up and running. The April 2022 Librarian's Report to Library Board was included in the Board packet.

The Bogart Library is excited to announce that the City of Bogart has provided AARPA funds for the purchase of new computers.

The Watkinsville Library has resumed Story Time, to the delight of library patrons.

Summer Reading Programs will kick off on May 14, 2022, with special events at both Oconee County libraries.

The Oconee Library Friends held its book sale at the Oconee Civic Center. As always, the sale was a great success.

Ms. Mayfield provided her report to the Board. She continues to visit branches twice per month. Training on new technology and acquisitions Georgia CARES will visit all branches in the next several months. Ms. Janet Smiley is the new children's coordinator. Ms. Mayfield attended legislative day, and shared her wonderful experience.

Ms. Bell provided her report to the Board. The FY2023 budget is on the governor's desk. The FY2023 budget includes \$2.9 million and a \$.60 per capita budget for the Oconee Library System. The Regional System's strategic planning committee has held its first meeting.

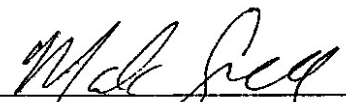
Chairman Campbell provided an update to the Board regarding the new Watkinsville Library at Wire Park. The Board reviewed the schematics, asked questions about access and layout. The Board also discussed the new state funding, and budgetary constraints created by market conditions.

Upon motion made by Mr. Eddy, seconded by Ms. French, a vote on any Constitution or Bylaw change was tabled by unanimous vote of the Board.

The Board reviewed the tentative 2022-2023 budget. Upon motion by Mr. Lutz, seconded by Mr. Kilpatrick, the Board unanimously approved the tentative budget.

The next Board meeting will be held on Monday July 11, 2022, at 4:30 p.m. at the Oconee Library. Chairman Campbell encouraged everyone's attendance due to the quorum requirement and need to finalize the budget.

There being no further business, upon motion by Ms. Norris, seconded by Mr. Stephens, the meeting adjourned at 5:47 p.m.



Mark Campbell, Chairman

Laura French, Secretary

Oconee County Library Board Meeting
Minutes for July 11, 2022
4:30 p.m.
Oconee Library

Chairman Campbell called the meeting to order at 4:32 a.m. The following members of the Board were present: Chairman Mark Campbell, Vice-Chairperson Rubielen Norris, Secretary Laura French, Mike Eddy, Mandy Marable, Matt Stephens, Angela Moss-Hill, Daphne Norton, Jonathan Kirkpatrick, Rachel Watson, Oconee County Library and Athens Regional Library System members were also present, including James Mitchell, Valerie Bell, Toby Mayfield, and Donna Butler.

Rob Ponder and Carmen Ponder of Ponder & Ponder architects presented a report to the Board as follows:

Carmen Ponder is a library design specialist, expressed her love and passion for libraries and the joy of opening day. Rob Ponder covers the technical aspects, architecture, engineering, costs, and is the library architect of record.

The project entails the following elements:

- Conversion of warehouse space to a 21st century library
- Windows/ brick to make it feel welcoming despite the industrial feeling
- Plaza – library faces the plaza; has open space
- Raised plaza for the library connects to a covered porch entrance to the library
- Accessible parking lot
- Strong pedestrian connection from parking lot to the accessible ramp
- Modern cost-effective low maintenance materials
- Floor plan:
 - Main entrance on front/ Barnett Shoals Rd
 - Accessible space after hours
 - Space for Friends
- New feature: collaboration and maker space
- Small recording room
- Lots of IT built in
- 5,000 sq feet on right rear of the building will be accessible by special collections, adult collection, and youth area – all able to grow into that space
- 25,000 open rectangle
- 20,000 finished now
- 5,000 available for future use
- Interior Color Scheme and Finishing elements to be determined.
- Children's area: acoustical ceiling tiles, durable and easy to clean carpet tiles
- High wood traffic areas: luxury vinyl tile designed to look like rustic wood

- Furniture and furnishings:
- Focus on using existing furniture and furnishings in order to purchase

Challenges and opportunities in the project include:

- Insulation: doesn't meet energy code
- Existing siding: has holes
- Walls: uninsulated
- Walls and Siding will be torn off
- Taking insulation and roof off – at the end of its life
- There is demand for used roof panels and they will be sold and repurposed
- The beams and poles/columns, structural steel will be used
- Adding another row of columns and two new beams
- In order to have the structural strength to manage the weight load
- Foundation refurbished/ will be used/ will not be trenched or altered
- New 3.5" slab will be poured on top of the existing
- Conduits for plumbing, IT, utilities will be added
- Building will be clad with plywood / substrate for the exterior
- Brick will be new
- HVAC plumbing electricity low voltage all new

Upon motion of Mr. Eddy, seconded by Ms. Norris, the Board unanimous approved the minutes of the April 2022 Trustees' meeting.

There were no public comments.

Friends of the Library report:

Book sale will be held at the Civic Center in September

Family Fun Day on Tuesdays at the Watkinsville Library
Bogart Library – market on the square Friday, Sat, Sunday

Old Business 2022-2023 Budget reviewed; construction budget as well

Motion to approve the FY23 budget as revised: Ms. Norris, seconded by Ms. Norton, unanimously approved by the Board.

New Business: Library Programs and Displays

Mr. Mitchell provided a report advising the Board as follows: In person programming began a few months ago, and is not completely back up to speed. All library programming is consistent with pre-pandemic programming. Mr. Mitchell provided Library Programming Flyers from Summer 2022 and November 2019.

-- The PRISM group— has been around approximately 10 years; predates Donna Butler who joined the library in 2010. The PRISM group had the largest attendance of any library program in June 2022; the group is consistently supported by the library patrons.

There were four teen programs at the library prior to the pandemic:

Prism
D&D
Anime
Nerd Herd

The demographics for these groups are totally different, although a few patrons attend all four programs. Nerd Herd has been discontinued due to low/no patron participation. There are 2-4 other programs for teens each month.

Childrens' programming started back in April 2022 and includes:

Summer reading

- At libraries and the civic center
- So popular that events at libraries have to be capped/ people turned away
- Spanish story time
- Read to the dogs
- Lego
- Stem

Adult programs have resumed and include:

- Book discussions
- DIY series
- History program for adults

The library assesses its programs based upon:

- Attendance
- What other libraries are doing
- Impact of the program on attendees (ex – dementia/ alzheimers)
- Who needs or wants outreach
- Regularly evaluated, refined, improved

Following this presentation, the Board offered the following comments and feedback:

Mr. Kirkpatrick commended the staff and praised the programming. He suggested consistencies needed across social media/ and naming of the social media accounts.

Mr. Campbell noted he wants more library programming, and does not want to contract programs. He supports the staff; and asked that it and the Board consider what makes the library successful (participation, attendance, impact). He wants programming to the maximum budgetary extent.

Mr. Eddy also commended the staff. He also suggested a social media coordinator.

Ms. Norton agreed on the social media coordination. She noted that she had to hunt in the library for the Pride display.

Ms. Moss-Hill suggested a regular calendar for social media posts.

Ms. French offered to send a social media calendar example.

Mr. Stephens stated that the parent concerns she has heard centered upon wording in an Instagram post inviting people to join the pride parade.

Mr. Mitchell advised the Board that all teen programs are 6th to 12th grade, and ideally would be separated. Ms. Butler stated that young adults (YA) is for grades 6-12, and the library would love to have a "tween" section. Chairman Campbell stated that libraries don't divide YA. Ms. Moss-Hill noted that children and teens don't usually go places they don't want to go. Ms. French stated the library is here for all members of the community.

There being no further business, and upon motion by Mr. Eddy, seconded by Mr. Kirkpatrick, the Board unanimously voted to adjourn the meeting at 5:52 p.m.

The next Board meeting will be held on Monday, October 9, 2022 at 4:30 p.m. at the Bogart Library.



Mark Campbell, Chairman

Laura French, Secretary

**Oconee County Library Board Meeting
Minutes for October 10, 2022
4:30 p.m.
Bogart Library**

Chairman Campbell called the meeting to order at 4:32 a.m. The following members of the Board were present: Chairman Mark Campbell, Vice-Chairperson Rubielen Norris, Secretary Laura French, Fred Lutz, Daphne Norton, Jonathan Kirkpatrick, Deann Craft, Oconee County Library and Athens Regional Library System members were also present, including James Mitchell, Valerie Bell, Toby Mayfield, and Donna Butler.

Chairman Campbell called the meeting to order at 4:31 p.m. Ms. French noted the following changes to the minutes: deletion of the list of those present, adjustment of the October meeting date, and removal of Mr. Lutz as being in attendance. Ms. Norton made a motion to approve the minutes, as amended, seconded by Mr. Lutz, which was unanimously passed by the Board.

There were no public comments.

Mr. Mitchell provided his Librarian's Report to the Board. His written report is attached to these minutes.

Ms. Mayfield provided her Assistant Director's report for regional services. Her written report is attached to these minutes.

Ms. Bell provided her Director's Report to the Board. Her written report is attached to these minutes.

The Friends of the Library Reports were as follows:

Bogart Friends had a bookstore in a building owned by the City of Bogart. The building closed in September 2022. The bookstore has closed indefinitely. The Friends are considering their next steps.

Watkinsville Friends held its sale in September 2022. The sale was very successful. The Friends will hold its next sale in February 2023.

Mr. Campbell provided a report to the Board regarding the new library. Ponder & Ponder have submitted final plans to the City of Watkinsville. The City has provided its comments back to the architects. Mr. Campbell is also working with the parties to resolve outstanding issues. The goal is to publish the bids in October 2022. There are a number of Add Alternates on the design plans, which will yield individual bid prices from the builders. Cost of materials has begun to drop, and excess costs are an ongoing concern.

Mr. Campbell also discussed commemorative naming opportunities for the Oconee County Library at Wire Park. Donor opportunities range from \$1,000 up to \$75,000. Fundraising with donors will commence in the near future. The Board discussed various donor options to support the Oconee Library. There are several donors who are interested and/or prepared to provide immediate support to the Oconee Library.

Additionally, a groundbreaking will be scheduled for the month of December 2022.

There being no further business, upon motion made by Mr. Lutz, seconded by Ms. Craft, the Board adjourned the meeting.

The next meeting is on Monday, January 9, 2023 at 4:30 p.m. at the Oconee Library.

Mark Campbell, Chairman

Laura French, Secretary